

Grosmont Futures – Minutes of Meeting 19th September 2023, 6.00pm, via Zoom

Present

Committee Members: (*= Co-opted)

Mark Whitaker (**MW**), Lynne Potter (**LP**) Chair, Jo Whitaker (**JWW**), Deb Nevill (**DN**), Alex Minford (**AM**), Chatfield (**JC**) (minute taker),

Members of the Public: None

Also in Attendance: Peter Willis (**PW**) Severn Wye/Rural Futures,

Apologies: Oliver Huntsman (**OH**), *Peter Clarke (**PC**), Nick Jones (**NJ**), Jane Moggridge (**JM**)

LP welcomed everyone to the meeting and apologised for the shaky start due to IT issues.

Conflicts of Interest

None declared.

Minutes of the Meeting held on 18/07/2023.

The minutes were accepted as an accurate record.

Action Points from minutes

Agenda item	Meeting 15 th November 2022	Action Completed	Further action	Responsible
Item 6. Meeting 05/09/23 GF Project Structure document	Assist in referencing the supporting documents in the main project document.	Agenda Item 6		Lynne Potter and Mark Whitaker
Item 12, AOB	Reminder Policies to be read by all Trustees and the form signed	Ongoing	Awaiting signed response WMC	Witek Mintowt-Czyz
Agenda item	Action from GF Meeting 18/07/23	Action Completed	Further action	Responsible
Item 2. Finances	Investigate grants to provide GF with a small amount of working capital	Found a couple that may be suitable.	Will apply with assistance from JC & DN	Jo Whitaker Jan Chatfield Debs Nevill
Agenda Item 6 Feedback from Community Engagement Event 1 st July 2023	Forward details of Food Box Schemes and other initiatives	Nothing relevant in Monmouthshire	None	Peter Willis
Agenda item	Action from GF Meeting 15/08/23	Action Completed	Further action	Responsible
Correspondence "Be Community"	Forward the email from "Be Community" to Jane Moggridge (Church) and Jean Price (Grosmont Events)	Completed	None	Jan Chatfield
Agenda item 3. Funding Strategy	Investigate Monmouthshire "You Decide" funding to see if it is applicable for GF	Fund was established in 2022 for application by October 2022 therefore missed the deadline	None	Funding Workstream 1
Agenda Item 5. Feedback from Workstream group2	Write an open letter to Builders requesting expressions of interest.	Agenda item 4		Mark Whitaker
	Workstream Groups to prepare a formal progress report for submission to each GF Meeting	Agenda item 4		All Workstream Groups
Agenda Item 8. Tasks to be completed before NLCF grant application	Clarify what is required to ensure equal opportunities are addressed.	1, A policy 2, Various things to promote the Hub and provide access for all, such as the lift, booking system etc. 3. Bi-lingual aspects of the policy Most things are in place, don't need to get over stressed.		Peter Willis
Agenda item 10. Microsoft 365	Set up Sub-Group to implement Microsoft 365	Had a session, but some issues	In progress	Debs Nevill, Jo Whitaker, Jan Chatfield & Peter Clarke

Agenda Item 12. AOB Face-to-Face Meetings	Check whether the Town Hall would be suitable for Zoom meetings	Ongoing		Nick Jones
	Book the Town Hall for the next GF meeting.	Ongoing	Book Hall for meeting 17/10/23	Jan Chatfield

Matters arising not included on the agenda.

None

Correspondence

Jude Rogers from GCC sent an email where she noted that there were some concerns raised about the Community Hub project at the GCC meeting last week and there has also been some back and forth on Facebook.

Extracts from Jude’s email:

“As the expressions of interest letter is going around, and the villagers will be getting to know more and more about the physical progress of the project, it would be really great if we could make any communications with worried people really clear and straightforward, as well as friendly and welcoming.”

She added:

“it’s helpful if we don’t just accuse people of not paying attention, coming to consultations or reading plans, as people are often busy, as we know, and this activity isn’t always on people’s radars however much we promote it”.

JC said that it sounded as if a member of the public raised a concern at the GCC meeting and didn’t receive an appropriate response, which was disappointing. She offered to get in touch with Jude to establish exactly what had happened and see if there was any thing to be done to repair the situation.

LP asked GF Committee Members not to get into a dialogue on Facebook regarding the Hub until further notice. If any responses are made verbally or online, then it is important to distinguish between a response on behalf of GF and a personal response.

DN Suggested that we check our social media Policy. **JC** offered to circulate a copy of the policy to committee members and remind them to consider how they respond to people with questions or queries if they are representing GF CIO



Peter Clarke on
Project Structure 19 S

AM Suggested that we should look at the comments on Facebook/elsewhere and make periodic replies every 4 weeks or so by updating the display boards rather than commenting on Facebook.

Actions: JC to contact Jude to establish what her concerns were and circulate a copy of the GF CIO social media Policy to Committee members and Trustees.

Agenda –

1. Finances

The current balance is £97.30., no activity since the last GF meeting.

2. Highlight Report



Peter Clarke on
Project Structure 19 S

Overall, the project status remains amber. There were no questions on the content of the report, but **AM** raised a couple of points:

- It will be necessary to agree with GCC who will be responsible for insurance during the construction phase of the Project. **MW** stated that there will be less risk as the hall will not be in use and the

builders should have their own insurance to cover things like falling slates etc, but he agreed this needed to be clarified.

- A “Stopping Up Order” will need to be applied for to allow an area to be sealed off around the building restricting access for Health & Safety reasons. The Chair of GCC Lowri Wynn-Morgan (LWM) is to have a discussion with the Angel Inn ref access to toilets, Beer Garden, Parking etc. prior to making the application.
- More work is needed on the Partnership Agreement – see agenda item 5.

Actions: AM to Clarify Insurance responsibilities during the build phase

PC/SBA to apply for Stopping Up Order once LWM has discussed with the Angel Inn

3. Feedback from Steering Committee 7th September 2023



Peter Clarke on
Project Structure 19 S

AM reported that the meeting went well, with a good Summary from MW and the Building Phase team (Workstream 2). The next focus must be on Workstreams 3 & 4 to develop the mechanisms for handing over the management of the Hall and for running the Hub for the next ten years via a lease or operating agreement. There also needs to be a formal operating budget.

PW suggested that the best way forward was for GF to hold a dedicated session to discuss what is needed for running the Hub and identify the individual responsibilities of GF, GCC and the Project Co-ordinator. This will inform the lease/management arrangements. There does not necessarily need to be a lease, a simple management agreement via a Hall Committee could be sufficient. However, the arrangements need to be defined and agreed. It is important that both GF and GCC are happy with the outcome, and legal advice may be needed.

LP suggested that we hold a Face-to-Face workshop in the Town Hall at 11.00, on Friday 29th September to prepare a draft proposal for submission to GCC. The workshop will be open to all GF Committee members and **MW, JC, JWW, DN & LP** indicated they would be available. **PW** will also attend and share some examples/models that may be able to be adapted to suit our needs.

AM stated that the arrangements for managing the Hub need to be documented in the Partnership Agreement or be an appendix to it. **PW** Concurred.

Action: Prepare a draft proposal for the handover and management of the Hub via a workshop on 29th September.

4. Feedback from Individual Workstream Groups

- **Work stream 1 Funding Strategy and Management (JWW, AM & JW)**

No updates this month.

- **Work stream 2 Repair and Upgrade the Town Hall (MW, JE, PC & SBA)**

Sent out expression of interest letters to nine local builders, three responses so far.

John Fernyhough expressed his thanks for being considered, but declined as he is hoping to retire next year. **LP** noted that the email should have gone to John Fernyhough Junior rather than John Fernyhough Senior, but hopefully it would have been passed on.

Julian Lott and Richard Phillips would potentially be interested, but neither could start until the middle of June 2023. This could prove problematic as it is bang-slap in the middle of bird nesting season, although MW noted that we could probably safely start work in August once the Swifts have flown.

Lowri Wynn-Morgan’s Father-in-Law has also expressed an interest, but nothing has been received in writing as yet.

- **Work stream 3 Transfer day-to-day operation of Town Hall to GC CIO (WMC & LWM)**

No updates this month.

- **Work Stream 4 Manage operate maintain Town Hall for 10 years (DN, OH & JR)**

Awaiting response from work streams 3 and 5 before meeting to discuss process and options.

- **Workstream 5 Community Engagement (LP, JC, NJ & LP)**

Little to report due to holidays and other commitments, but a meeting is planned for 27/09/2023.

DN suggested that the meeting planned for 29th September would be the opportunity for the various work streams to come together and share ideas and progress.

5. Partnership Agreement

AM had circulated a “clean copy” of the most recent draft Partnership Agreement (PA) but has not received any formal comments from GF members on this draft.

DN & MW both wished to raise a couple of points, so **JC** offered to collate the various comments on behalf of GF in preparation for the GF workshop on 29/09/23.

PW queried the urgency. In his opinion the document will have to be reviewed once the ongoing management arrangements and activities have been finalised.

AM said that we need GCC to sign up to the PA at their meeting in mid-October.

Action: Send any comments/suggested amendments to the PA to JC by 26/09/2023

6. Project Structure Document.

The Project Structure document has been in development for some time now and a lot of effort has been put into it, but the question is do we really need it as the Partnership Agreement seems to cover the same ground.

AM stated that as Project Manager **PC** was of the opinion that the document was necessary.

JC asked where the document fits into our structure, who owns it? i.e., is it a GF CIO document, a GCC document, a Steering Committee document, or a Community Hub document?

PC had sent an email 6 minutes before the meeting giving his views (text reproduced below). But the committee were still unclear.



Peter Clarke on
Project Structure 19 S

LP suggested that **PC** should be given the opportunity to tell us how and why this document is important to PM role at the next GF meeting and to clarify where it fits in.

Action: PC to present Project Structure document at the next GF Meeting

7. Next steps

- a) Meet to draft a proposal for the management of the Hub.
- b) Finalise Partnership Agreement

8. AOB.

LP asked whether the “Stopping Off Order” had been discussed with Anna & Trevor and Chole and Jim at the Angel.

9. Date of Next Meetings

Workstream Group 5 Community Engagement Team meeting Wednesday 27th September 7.00pm
Woodbine Cottage.

GF Workshop to draft a proposal for managing the Community Hub Friday 29th September 11.00am in
Grosmont Town Hall

GF/GCC GCH Steering Committee, Thursday 6th October 2023, 7.00pm via Teams.

GF meeting Tuesday 17th October 2023, 6.00pm, Grosmont Town Hall (+ Zoom if possible)

Actions Arising to be completed by next GF meeting unless otherwise stated.		
Agenda item	Action from GF Meeting 20/06/23	Responsible
Item 12, AOB	Reminder Policies to be read by all Trustees and the form filled in before July. Awaiting signed response from WMC	Witek Mintowt-Czyz
Agenda item	Action from GF Meeting 18/07/23	Responsible
Item 2. Finances	Investigate grants to provide GF with a small amount of working capital. Found a couple will apply with assistance from JC & DN	Jo Whitaker
Agenda item	Action from GF Meeting 15/08/23	Responsible
Agenda item 10. Microsoft 365	Set up Sub-Group to implement Microsoft 365, Had a session, but some issues – in progress	Debs Nevill, Jo Whitaker, Jan Chatfield & Peter Clarke
Agenda Item 12. AOB Face-to-Face Meetings	Check whether the Town Hall would be suitable for Zoom meetings	Nick Jones
	Book the Town Hall for the next GF meeting. 17/10/23	Jan Chatfield
Agenda item	Action from GF Meeting 19/09/23	Responsible
Correspondence, - email from Jude Rogers	Contact Jude to establish what her concerns were and circulate a copy of the GF CIO social media Policy to Committee Members and Trustees.	Jan Chatfield
Agenda item 2. Highlight Report	Clarify Insurance responsibilities during the build phase of the Hub	Alex Minford
	Apply for Stopping Up Order once LWM has discussed with the Angel Inn	Peter Clarke / Sarah Browne
Agenda item 3. Feed back from Steering Committee 7 th September	Prepare a draft proposal for the handover and management of the Hub via a workshop on 29 th September.	Any GF Committee members that are available.
Agenda Item 5. Partnership Agreement (PA)	Send any comments/suggested amendments to the PA to JC by 26/09/2023	GF Committee members
Agenda Item 6. Project Structure document	Present Project Structure document at the next GF Meeting and clarify its purpose	Peter Clarke

There being no further business the meeting closed at 7.30pm